

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

June 19, 2014

8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Ward, Commissioner; Ms. Fields, Executive Director.

The meeting was called to order at 8:36 a.m. by the Chairperson.

MINUTES

A motion was made by Ms. Hall and seconded by Mr. Eddy to accept the minutes of the May 15, 2014 Regular Meeting and the June 3, 2014 Emergency Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the May bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the April Financials. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Simonsen and seconded by Ms. Ward to approve the May Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr. Eddy reported that the Outreach Social Worker has been trained in “Choices” which means that they have been trained in helping people with Medicaid and Medicare insurance.

No selection has been made for the Program Coordinator yet.

General Reports

Mr. Eddy stated that he may be moving within the next year and wanted to let the Board know because he would be required to vacate his position on the Board as the Resident Commissioner.

COMMITTEE REPORTS

Development Committee

None

Quality of Life Committee

Ms. Ward stated that she had spoken with a couple of fence installers to get some pricing on running a fence part of the way down the north side of the property. It would be located behind Building 4 and Building 6, between the edge of the lawn and the woods. It would reduce noise from South Eagleville.

Ms. Fields stated that she had received two quotes, one for 128 feet and a second for 200 feet. Ms. Ward is meeting another fencing contract to get a second quote

Mr. Eddy requested that the Committee meet and create a survey for feedback on what kind of “fence” residents would prefer, living or otherwise.

UNFINISHED BUSINESS

Holinko Estates Solar Panels

The project contract was signed. Upon review of the project by the electrician, he said that there would be an additional cost of \$3,000 to combine the meters. Sunlight Solar agreed to combine the meters at their cost since the Authority is a returning customer and it was originally discussed with Sunlight Solar. Ms. Fields believes the idea may have gotten lost when the project was handed off from Dan Britton, who left the company, to Brendan Smith.

Holinko Site Lighting Project

The project to upgrade all exterior lighting on both buildings and around the site to LEDs was started on May 14, 2014. The final count of Building lights was off by three resulting in Building 5 exterior lights not being upgraded. Sunlight Solar agreed to install them for the cost of the lights only (\$941) with no charge for labor. They will install them when they install the Solar Panels. Ms. Fields signed an amendment to the contract to include them.

Section 8 Financing Update (HAP)

HUD transitioned all HAP reserves (also known as Net Restricted Assets) back to HUD by reducing the amount of the June HAP payment to the Housing Authority. HUD now holds all Net Restricted Assets and the Housing Authority will have to request additional funds when needed. Ms. Fields requested an additional payment of \$5,000 for June due to the increased HAP payments made on behalf of new participants in June. The Housing Authority was left with uncomfortably low reserves of \$2,040 which would not allow for unexpected changes or mid-month lease ups.

NEW BUSINESS

Wrights Village Write Off (Snape)

Ms. Fields requested that the Board approve the write off of an outstanding debt owed by a previous tenant who moved out in June of 2012 and has since died.

RESOLUTION

WHEREAS, it is necessary that the Housing Authority of the Town of Mansfield write off uncollectible accounts to maintain financial statements that accurately reflect the true financial condition of the Authority;

THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE TOWN OF MANSFIELD HEREBY AUTHORIZES THE FOLLOWING WRITE OFF:

Wrights Village	Ronald Snape	\$843.00
-----------------	--------------	----------

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the resolution to write off \$843 in uncollected debt. Motion approved unanimously.

MEETING DATE REVIEW

The July Board Meeting has changed from July 30, 2014 to July 16, 2014.

OTHER BUSINESS

A motion was made by Mr. Simonsen and seconded by Ms. Ward to add to the agenda a personnel matter which would require going into Executive Session. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to go into Executive Session at 10:20 a.m. and invite Ms. Fields. Motion approved unanimously

The Board came out of Executive Session at 10:40 a.m.

In consideration of a request for a distribution from the Housing Authority's 457(b) plan that does not rise to the level of an unforeseeable emergency, the Board discussed creating a policy to cover the request before them and all future requests.

POLICY

Distributions from Employee Contributions to the 457(b) Retirement Plan

Requests for distributions from employee contributions of the 457(b) retirement plan that do not rise to the IRS definition of Unforeseeable Emergencies (IRS Code 457(d)(1)(iii), will be allowed in the form of a loan provided that:

- a. The participant agrees to sign a note for the full amount of the loan including an interest at a rate set by the Plan Sponsor.
- b. While the participant is in the payback period, the participant may not participant in the pension plan and the Housing Authority will not make any contributions into the account of the participant.
- c. Monthly loan payments will be deducted from the participant's paycheck.
- d. The loan can be prepaid at any time.
- e. The Executive Director will determine a reasonable loan term based on the loan amount.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to approve the above policy pending approval by the plan sponsor, ING, who will also confirm compliance with IRS regulations. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the loan amount to the employee up to \$2,500 in accordance with the policy above. Motion approved unanimously.

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:50 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson